

NOTICE OF ANTICIPATED JOB VACANCY

Date: May 20, 2021

Position: **TYPIST** – 8 hours/day; 12 month position

Anticipated Start Date: ASAP

Number of Positions: One (1)

Minimum Qualifications:

Ontario County Civil Service Eligibility REQUIRED. (You must be willing to take the Ontario County Exam for Typist to be qualified for this position. The deadline to apply for the Ontario County Exam is **June 2, 2021** on the Ontario County Website at <https://ontario-portal.mycivilservice.com/exams> under Continuous Recruitment Examinations)

Possess a High School Diploma or equivalent;
Ability to follow directions;
Ability to work well with others;
Ability to work well on own;
One year's clerical experience which involves typing;

Hours:

8.0 hours/day: Monday - Friday
7:30 a.m. – 3:30 p.m. with one half hour paid lunch
12 Month Position

Salary: \$12.50-\$15.00/hour based on experience

Contact: Kristina A. Saucke, Elementary Principal

Application Procedure: *There are two parts to the application procedure:*

1. *Submit* your completed [Naples Central School Employment Application](#)

Application must be made within 15 days of the above date

by Friday June 4, 2021 to:

Naples Elementary School
2 Academy Street
Naples, NY 14512
Attention: Kristina Saucke

Applications are available on the Naples Central School Website at
<http://www.naplescsc.org>.

2. Apply for the Ontario County Exam for Typist **by Wednesday, June 2, 2021** on the Ontario County Website at <https://ontario-portal.mycivilservice.com/exams> under Continuous Recruitment Examinations